

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF THE MEETING OF SEARCH AND GOVERNANCE COMMITTEE
21 FEBRUARY 2024**

PRESENT: R Davies (CG and Chair) J Castor (CG), Z Lewis (Principal), P Lynn (CG), M McClintock (CG), and Z Foster (Head of Governance).

KEY: CG – College Governor, CO – Co-opted Governor

1. **Apologies for Absence** – S Mirsalehi (CG), S Shepherd (CO), and I Wright (CG).

2. **Declarations of Interest** – none

3. **Minutes of Meeting of 25.09.2023** – approved as a correct record

4. **Matters Arising**

It was **agreed** to follow up on a couple of development related items at the June meeting.

P Lynn updated the Committee on plans for Governors to meet with students ahead of the Governing Body meeting on 18 March 2024 and of the need to have as many governors there as possible to ensure success. Formal calendar invites would be sent out for this event and a selection of possible questions compiled and shared with students.

5. **Verbal Update on Strategic Risks**

Z Lewis drew out key areas of focus for the Committee which included: Chair Succession planning; future recruitment of education specialist and Safeguarding Link; development of the new Employer Voice Committee and further development of the Higher Education Committee.

6. **Composition and Membership**

Z Foster gave an update which included: consideration of the current skills and competencies; attendance for Term 1; committee membership, new governors, link governors, future vacancies, and the forthcoming Vice Chair elective process.

Z Lewis informed the Committee of the resignation of D Dodds (as of 20 February 2024).

Governors discussed: upcoming end of terms of office for governors/co-opted and related plans/processes; future skills/experience areas for recruitment: secondary school, safeguarding, health; the development of the Employer Voice Committee; and Chair succession planning.

Action by R Davies to speak with College Governors/Co-opted Governors identified as near to end of current term of office individually this term or via the summer annual meetings process ahead of any formal decision making.

The Committee **agreed** to seek approval of the Vice Chair Elective Process and its instigation at the Governing Body meeting of 18 March 2024 in order that the process be concluded at the July Governing Body meeting ready for 2024-2025.

The Committee also **agreed** to seek views from the Curriculum and Standards Committee on best date and time for meetings in 2024-2025.

7. **Governance Self Assessment Areas for Improvement 2023-2024**

Z Foster briefly reminded the Committee of the final outturn for 2022-2023 which had been approved as part of the Governance Self Evaluation report on 18 December 2023.

She then gave an update to the 2023-2024 Areas for Improvement (also approved on 18 December 2023) detailing that three of the five areas were **on track** with two **in progress** (succession planning for the Chair and monitoring and supporting the Sustainability agenda).

The areas for development for 2023-2024 were also considered of which five were **on track** and one **in progress**. It was **agreed** that the **in progress** area of 'more explicit collaboration/linkage with other Committees' could be strengthened within the narrative (*action by Z Foster*) and also be more formally developed by using the Search and Governance Committee's Strategic Risk item with Chairs of Committee each feeding back from the June meeting going forward.

8. Governance Performance Indicators

8.1 2022-2023 Final Update - Z Foster confirmed that all areas had been **achieved** throughout the year.

The Committee **approved** inclusion within the Corporate Governance Annual Report

8.2 2023-2024 Draft

Z Foster presented a first review of the performance indicators for 2023-2024 (which remained as for 2022-23) with all areas currently being identified as **on track**.

9. Training and Participation Update

Z Foster updated the Committee on training and participation which had occurred since the last meeting.

The Committee discussed: new governor induction and feedback from those governors to influence training and development/Thrive (which would be considered again at the June meeting); and the requirements under Safer Recruitment training for interviewers **agreeing** that with both Z Lewis and Z Foster having been trained that the Search and Governance panel was compliant.

The walkthrough process was discussed with good attendance being reported. It was **agreed** that for their annual walkthrough governors would only need to fill in proformas if there was additional information not shared with T Pierce/relevant SLTT member and that T Pierce write a brief report. Link Governors would still be expected to complete proformas after their visits.

The Committee then considered the upcoming Curriculum Planning and May Strategic Planning Day agendas and areas of focus and structure.

Finally, there was consideration of future social events for the Governing Body, agreeing that the Spring term might be better suited for 2024-2025.

10. Governance Documents for Review

Z Foster briefly outlined the changes to the induction programme and introduced the new AoC Code of Good Governance due to take effect from 1 August 2024.

After consideration, the Committee **agreed** to recommend for approval both the updated Governors Induction Programme and AoC Code of Governance by the Governing Body at its March meeting.

Z Foster reminded Committee Chairs of the need for them to meet with their new Committee members as part of the updated induction process.

11. Review of Top Risks

The areas identified under Item 5 remained of key focus for the Committee.

12. Dates of 2023-2024 Meetings

12.1 Monday 10 June 2024 at 3pm

12.2 Draft Calendar for 2024-2025 – this was discussed, amended and agreed for recommendation to the Governing Body at its March meeting.

13. Any other Urgent Business – R Davies

None taken.

The meeting closed at 4.10pm